

# Index Sheet

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PRCN: 201240428024

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May 31, 2013

Steve Lesnik  
President and CEO  
International Academy of Design and Technology  
5104 Eisenhower Boulevard  
Tampa, FL 33634-6313

UPS Tracking Number:  
1ZA5467Y0198789424

**RE: Final Program Review Determination**  
OPE ID: 03031400  
PRCN: 201240428024

Dear Mr. Lesnik:

The U.S. Department of Education's (Department's) School Participation Division - Atlanta issued a program review report on April 10, 2013 covering International Academy of Design and Technology's (IADT) administration of programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs), for the 2010-2011 and 2011-2012 award years. The institution's final response was received on May 6, 2013.

The School Participation Division - Atlanta has reviewed IADT's response to the Program Review Report. A copy of the program review report (and related attachments) and IADT's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by IADT upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

IADT's response has resolved all findings. In addition, IADT has provided assurances that the appropriate corrective actions have been taken to resolve and prevent future occurrences of all findings. Therefore, IADT may consider the program review closed with no further action required.

The Program Review Report included a finding concerning the enrollment status not being verified before disbursement. Based on the response submitted by IADT, the Atlanta School Participation Division has determined that finding should not have been included in the Program Review Report.

Program records relating to the period covered by this program review must be retained until the later of: the resolution of the loan(s), claim(s) or expenditure(s) questioned in the program review [34 C.F.R. § 668.24(e)(3)(i)] or the end of the retention period applicable to the record. [34 C.F.R. § 668.24(e)(1) and (e)(2)].

**Federal Student**

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School Participation Division - Atlanta

International Design and Technology  
OPE ID Number 03031400  
PRCN Number 201240428024  
Page 2 of 2

If you have any questions please call Sherry Blackman at 404-974-9287.

Sincerely,

(b)(6); (b)(7)(C); (b)(7)(C)

Charles Engstrom  
Division Director

Enclosure: Program Review Report (with attachments)  
IADT Response to the Program Review Report

cc: Jeff Busman, Financial Aid Administrator  
Florida Commission for Independent Education  
Accrediting Council for Independent Colleges and Schools

Prepared for

International Academy of  
Design and Technology

OPE ID 03031400  
PRCN 201240428024

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## Program Review Report

April 10, 2013

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**A. Institutional Information**

International Academy of Design and Technology  
5104 Eisenhower Boulevard  
Tampa, FL 33634-6313

Type: Proprietary

Highest Level of Offering: Bachelor's Degree

Accrediting Agency: Accrediting Council for Independent Colleges and Schools

Current Student Enrollment: 5757 (2012-2013)

% of Students Receiving Title IV: 93 % (2012-2013)

Title IV Participation PEPS:

2010-2011

Federal Pell Grant	\$40,845,584.00
William D. Ford Federal Direct Loan Program	\$158,468,578.00
Federal Supplemental Education Opportunity Grant	\$1,197,577.00
Federal Work-Study Program	\$532,649.00

Default Rate FFEL/DL:	2010	17.0 %
	2009	26.8%
	2008	8.2%

## **B. Scope of Review**

The U.S. Department of Education (the Department) August 20, 2012 to August 24, 2012. The review was conducted by Jean Kelly and Sherry Blackman.

The focus of the review was to determine IADT's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of IADT's policies and procedures regarding the school's distance education program, institutional and student eligibility, individual student financial aid and academic files, attendance records, and student account ledgers.

A sample of 30 files was identified for review from the 2010-2011 and 2011-2012 award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. In addition, Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

### **Disclaimer:**

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning IADT's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve IADT of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

## **C. Findings**

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by IADT to bring operations of the financial aid programs into compliance with the statutes and regulations.

### **Finding 1: Conflicting Information**

**Citations:** 34 C.F.R. § 668.16(b)(3) and (f), General Provisions. In addition to reviewing data provided by the Department's application system and the National Student Loan Data System (as discussed in the rest of this volume), your school must have an internal system to share information relevant to the student's eligibility, such as his or her academic standing. The FSA program regulations require a school to develop an adequate system to ensure the consistency of any data related to a student's application or eligibility for Federal Student Aid regardless of the source of that data. Your school is responsible for reconciling all inconsistencies that it receives

with one exception: if the student dies during the award year, you aren't required to resolve conflicting information.

If your school has conflicting information for a student or you have any reason to believe his application is incorrect, you must resolve such discrepancies before disbursing FSA funds. If you discover a discrepancy after disbursing FSA funds, you must reconcile the conflicting information and require the student to repay any aid for which he wasn't eligible, unless he is no longer enrolled for the award year and will not re-enroll.

**Noncompliance:** The institution failed to resolve the conflicting information for the following student:

Student # 8 – The Free Application for Federal Student Aid (FAFSA) indicates that the student filed a 2009 tax return. The Verification form indicates that the student did not submit a tax return but received \$13,000.00 in money received on the student's behalf.

**Required Action:** IADT must resolve the conflicting information for student #8. If the student's EFC, scheduled award and expected disbursement change as a result of the review, the Institution will be liable for the difference between the correct disbursement and the actual disbursement.

Also, the institution must develop procedures to resolve conflicting information. A copy of the procedures must be submitted with the institution's response to this finding.

### **Finding #2: Inaccurately Reporting Disbursement Information to COD**

**Citation:** 34 C.F.R. § 690.83 requires institutions to submit a student's payment data (including disbursement dates) to the Secretary by the reporting deadlines published in the Federal Register. Institutions are required to submit Federal Pell Grant and/or Federal Direct Loan disbursement records to the Common Origination and Disbursement (COD) system no later than 30 days after making a disbursement or becoming aware of the need to adjust a student's previously reported disbursement (COD Technical Reference, 2012-2013). The disbursement date is the date that the institution:

- (a) Credits funds to a student's account, or;
- (b) Pays funds to a student directly.

Refer to the COD Technical Reference, 2012-2013 for the most recent reporting deadlines and requirements.

**Noncompliance:** Disbursement dates reported to COD were not accurate. The following chart illustrates the difference between dates that Title IV funds were disbursed to the student's accounts versus disbursement dates reported to COD:



Student	COD	Student Ledger	Program	Amount
1	11/22/2010	12/14/2010	Pell	\$ 934.00
	2/14/2011	2/25/2011		\$ 933.00
	6/30/2011	7/15/2011		\$ 467.00
	10/18/2010	11/4/2010	Sub/Unsub	\$1,990.00
2	09/06/2010	09/20/2010	Pell	\$1,850.00
	11/22/2010	12/10/2010		\$1,850.00
	02/14/2010	02/23/2010		\$1,850.00
	08/02/2010	08/20/2010	Unsub	\$1,286.00
	10/18/2010	11/02/2010		\$1,286.00
	01/10/2011	01/18/2011		\$1,286.00
4	11/22/2010	12/10/2010	Pell	\$ 884.00
	02/14/2011	02/10/2011		\$ 883.00
	06/30/2011	07/14/2011		\$ 884.00
5	09/06/2010	11/11/2010	Pell	\$ 700.00
	11/22/2010	12/10/2010		\$1,400.00
	02/14/2011	02/23/2011		\$ 700.00
	06/30/2011	07/13/2011		\$1,400.00
8	09/06/2010	09/14/2010	Pell	\$1,850.00
	11/22/2010	12/10/2010		\$1,850.00
	02/14/2011	03/02/2011		\$1,850.00
	06/30/2011	07/14/2011		\$1,850.00
18	10/10/2011	11/14/2011	Pell	\$1,850.00

**Required Action:** IADT must review COD reporting procedures to determine why disbursement dates are not accurate for its students. IADT must correct its procedures so that disbursement dates reported to COD are the dates that Federal Pell funds and Direct Loan funds are credited to the student's account or paid to the student directly. IADT's response must describe procedures that the institution will put into place in order to correct this deficiency. In addition, the institution must correct the dates in COD. To show the correction has been made in COD, the institution must provide this office with a copy of the "Award Disbursements Information" page from the COD system.

**Finding 3: Enrollment Status Not Verified Before Disbursement:**

**Citation:** 34 C.F.R. 690.63 (g) General Provisions. The Scheduled Award is the maximum amount the student can receive during the award year, if he or she attends full-time for a full academic year. The award year begins on July 1 of one year and ends on June 30 of the next year. For example, the 2012-13 award year begins July 1, 2012, and ends June 30, 2013.

The student's Scheduled Award is established by the Pell Grant payment schedule that the Department issues prior to the start of each award year. The amount of the Scheduled Award is always taken from the full-time payment schedule, and is based on the student's EFC and Cost of Attendance. The annual award is the maximum amount a student would receive during a full academic year for a given enrollment status, EFC, and COA. Note that for a full-time student, the annual award will be the same as the Scheduled Award.

At a term school, a part-time student will have an annual award that is less than the Scheduled Award. If the student attends part-time, the student's annual award is taken from the 3/4-time, 1/2-time, or less-than-1/2-time disbursement schedules. For instance, if a student's Scheduled Award is \$5,550, but the student is enrolled as a 1/2-time student in a term program, the student's annual award would only be \$2,775.

**Noncompliance:** Student # 6 had an EFC 2263 for the 2010-2011 award year. According to the Pell Grant payment schedule the student's Pell award was \$3,300.00 for full time enrollment. For the term 1/03/2011-03/12/2011, the student was enrolled in 8 credit hours which is considered half-time. The school, however, paid the student Pell based on full time enrollment. The student was paid \$1,100.00 for the term, but was only eligible for \$550.00

**Required Action:** In response to this finding, the institution must provide assurances that, in the future the institution will only award and disburse Pell funds according to the student's enrollment and scheduled Pell award.

If applicable, instructions regarding repayment of ineligible disbursements will be provided in the Final Program Review Determination letter.

## Appendix A

### Student Sample 2010-2011

#	SSN	Last Name	First Name
1.	(b)(6); (b)(7)(C), (b)(7)(C)		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

### Student Sample 2011-2012

#	SSN	Last Name	First Name
16.	(b)(6); (b)(7)(C), (b)(7)(C)		
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

# **International Academy of Design & Technology**

May 06, 2013

Attn: Sherry Blackman  
International Academy of Design and Technology  
Program Review Report  
OPE ID: 03031400  
PRCN: 201240428024

RE: Program Review Response, PRCN: 201240428024

Dear Ms. Blackman

In response to your letter, received April 10, 2013, relative to the International Academy of Design and Technology on-site program review, conducted from August 20, 2012 through August 24, 2012, enclosed is the institutions response to the areas of noncompliance as outlined in the Preliminary Program Review Report.

## **Finding 1: Conflicting Information**

The institution agrees with the finding

The Department noted, for one student, the institution failed to resolve conflicting information. For student # 8 (b)(6); (b)(7)(C); (b)(7)(C) the institution did not update the Tax Return Filed response to match the Verification form completed by the student.

As requested, the institution has resolved the conflicting information and recalculated the EFC. The update did not make any change to the EFC and the student remained eligible for all disbursed aid. Provided with the institutions response is a copy of the recalculated EFC [ATTACHMENT 1 - Student #8 - 2010\_11 FASFA Calc] and a copy of our verification procedures specific to the resolution of conflicting information [ATTACHMENT 2 - Verification Policy\_Conflicting Information].

## **Finding 2: Inaccurate Reporting Disbursement Information to COD**

The institution agrees with the finding

The Department noted, for 7 of the students reviewed, disbursement dates reported to COD were not accurate.

After further review, it was determined that an isolated system issue prevented the disbursement dates from properly updating with the Department's COD system. Since the review, the issue has been resolved and the institution has put in place a quality assurance initiative to review all COD disbursements to ensure they match the student ledgers. Furthermore, the institution has reviewed all past disbursements and updated the Department's COD system were appropriate.

A copy of the "Award Disbursements Information" page for all students outlined in the Preliminary Audit Determination letter has been provided with this response, [ATTACHMENT 3 - Award Disbursement Information].

**Finding 3: Enrollment Status Not Verified Before Disbursement**

The institution disagrees with the finding

The Department noted, for one student, the institution did not verify the enrollment status prior to disbursement of Federal Pell Grant funds. For student # 6, (b)(6); (b)(7)(C), (b)(7)(C) the institution paid a full time disbursement for term A1101P (1/3/2011 – 3/12/2011), while the student was enrolled in 8 credit hours (1/2 time).

After further review, the institution determined that the student was in fact enrolled and posted attendance in 12 credit hours for the A1101P term (1/3/2011 – 3/12/2011). The A1101P term consists of two 5 week modules. Module 1101A: 1/3/11 – 2/5/11 and module 1101B: 2/7/11 – 3/12/11.

Term: A1101P		1/3/2011	3/12/2011	
Module	Class	Credits Attempted	Credits Earned	LDA
Module 1101A:	English Composition II	4	4	02/05
Module 1101A:	Game Play Scripting II	4	0	02/05
Module 1101B:	Game Play Scripting II (RETAKE)	4	4	03/12
Total Credits Attempted:		12		

Mr. Walter posted attendance in each class within the A1101P term and was enrolled for a total 12 credit hours and remains eligible for the full time Pell disbursement in the amount of \$1,100. A copy of Mr. Walter's unofficial transcript and individual detailed attendance records is being provided [ATTACHMENT 4 – Student # 6\_Transcript and Attendance detail] to support the Pell disbursement.

Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

(b)(6); (b)(7)(C); (b)(7)(C)

John Busam  
Director of Student Finance  
International Academy of Design and Technology  
Office: (847) 851-7167 | Cell: (847) 254-8935  
[jbusam@careered.com](mailto:jbusam@careered.com)

ATTACHMENT 1 - Student #8 - 2010\_11 FASFA Calc

# FAFSA 2010-2011

rpt\_FaPrintFAFSA10-11.rpt  
MKAPELLE

4/17/2013

10:38:34AM

(b)(6); (b)(7)(C)  
Name:  
SSN:

Pell Year: 2010-11  
Model: Independent

## STEP ONE - STUDENT

1. Your Name: (b)(6); (b)(7)(C), (b)(7)(C)  
4. Permanent mail Address: City: State: MS Zip: 39443  
8. Social Security Number:  
9. Date of Birth:  
10. Permanent phone number:  
11. Drivers license number:  
12. Driver license state:  
13. Student Email:  
14. US citizen?: Yes  
15. Alien Id Number:  
16. Marital status: Single  
17. Date married, separated:  
18. Your state of legal residence: MS 19. Resident before January 1, 2005?: Yes  
20. Month/year you became legal resident :  
21. Are you male or female?: Female 22. Ok for selective service to register you? :  
23. Convicted of illegal drug offense? : No  
24. Highest school father completed: Middle school/Jr. High  
25. Highest school mother completed: High School  
26. When you begin college in the 2010-11 school year, what will be your high school completion status?: GED Certificate  
27. First Bachelor degree before 7-01-10?: No  
28. Grade level in 2010-11 school year: 1st year undergraduate/never attended college  
29. Degree or certificate : Associate Degree (occupational or technical program)  
30. Enrollment status at start of 2010-11?: Full Time  
31. Type of Aid Interested In: Loans  
32. Planning to complete coursework necessary to become an elementary or secondary school teacher, either now or in the future?:

## STEP TWO

33. Filed your 2009 income tax return?: Not going to file  
34. Type of income tax return: IRS 1040  
35. Eligible to file 1040A or 1040EZ?:  
36. Adjusted gross income for 2009: 0.00  
37. Income tax for 2009: 0.00  
38. Number of exemptions: 0  
39. Student income earned in 2009: 0.00  
40. Spouse income earned in 2009:  
41. Cash, savings and checking: 35.00  
42. Net worth of investments: 0.00  
43. Net worth of business: 0.00

## Student's 2009 Additional Financial Information

- 44 (a). Education Credits: 0.00  
44 (b). Child support paid: 0.00  
44 (c). Earnings from need-based employment: 0.00  
44 (d). Grant/Scholarship aid: 0.00



Name: (b)(6); (b)(7)(C); (b)(7)(C)  
SSN: (b)(6); (b)(7)(C); (b)(7)(C)

Pell Year: 2010-11  
Model: Independent

44 (e). Combat pay: 0.00  
44 (f). Co-op Earnings: 0.00

#### Student's 2009 Untaxed Income

45 (a). Pension Payments:	0.00	45 (f). Untaxed Pensions:	0.00
45 (b). IRA Deductions:	0.00	45 (g). Allowances to Military/Clergy	0.00
45 (c). Child support received:	0.00	45 (h). Veterans benefits:	0.00
45 (d). Interest income:	0.00	45 (i). Other untaxed income:	0.00
45 (e). IRA distributions:	0.00	45 (j). Money received:	13,000.00

#### STEP THREE

46. Born before January 1, 1987?:	Yes	54. Are you an emancipated minor?:	
47. As of today, are you married? :	No	55. Are you in legal guardianship?:	
48. Master's or doctorate program in 2010-11:	No	56. Did School determine you were an Unaccompanied youth who was homeless?:	
49. On Active Duty in U.S. Armed Forces? :		57. Did HUD determine you were an unaccompanied youth who was homeless?:	
50. Are you a veteran of U.S. Armed Forces? :		58. Did homeless youth basic center determine you were self-supporting at risk homeless?:	
51. Do you have children you support?	Yes		
52. Dependents (children, other):	No		
53. Are you an orphan or ward of the court? :			

#### STEP FOUR - PARENT INFORMATION

59. Marital status as of today :	60. Month and Year :
61. Father's SSN:	
62. Father's last name:	
63. Father's First Initial:	64. Father's date of birth:
65. Mother's SSN:	
66. Mother's last name:	
67. Mother's First Initial:	68. Mother's date of birth:
69. Parent's e-mail address:	
70. Parents state of legal residence:	
71. Legal residents before January 1, 2005?:	
72. Month/Year parent became legal resident:	
73. How many people in parent's household? :	
74. How many will be college students? :	
75-79. Federal Benefits Received:	
80. Filed 2009 Income tax return? :	
81. Type of income tax return? :	
82. Eligible to file 1040A or 1040EZ? :	
83. Either of your parents a dislocated worker?	
84. Adjusted gross income for 2009:	
85. Income tax for 2009:	
86. Number of exemptions:	
87. Father income earned in 2009:	
88. Mother income earned in 2009:	
89. Cash, savings and checking:	
90. Net worth of investments:	
91. Net worth of business:	

#### Parent's 2009 Additional Financial Information

92 (a). Education Credits:  
92 (b). Child support paid:  
92 (c). Earnings from need-based employment:  
92 (d). Grant/Scholarship aid:  
92 (e). Combat pay:  
92 (f). Co-op Earnings:

#### Parent's 2009 Untaxed Income

(b)(6); (b)(7)(C)

93 (a). Pension Payments:

93 (b). IRA Deductions:

93 (c). Child support received:

93 (d). Interest income:

93 (e). IRA distributions:

93 (f). Untaxed Pensions:

93 (g). Allowances to Military/Clergy:

93 (h). Veterans benefits:

93 (i). Other untaxed income:

### STEP FIVE

94. How many people are in your household? : 03

95. How many will be college students? : 1

96-100. Federal Benefits Received (student): Food Stamps, WIC

101. Are you (or your spouse) a dislocated worker? No

### STEP SIX

102. College(s) to receive your information:

Federal  
School Codes    Housing Plans

(a) 030314    (b) Off campus  
(c)            (d)  
(e)            (f)  
(g)            (h)  
(i)            (j)  
(k)            (l)

Federal  
School Codes    Housing Plans

(m)            (n)  
(o)            (p)  
(q)            (r)  
(s)            (t)

### STEP SEVEN

103. Date completed : 7/3/2010

104. Signed by applicant: Student

105. Preparer's SSN:

106. Employer's ID Number:

107. Preparer's signature and Date: No

### FAFSA RESULTS

Award Year : 2010-11  
Model : Independent  
Primary EFC : 0  
Secondary EFC :

FISAP Income : 13,000  
Parent's Contribution : 0  
Reject Code :  
Auto 0 EFC : Yes

Enrollment status : F  
Reject override flag :  
Pell paid EFC : 0  
Model Override: No  
Estimated Pell: 5550 (est)

Primary EFC1 : 0  
Primary EFC2 : 0  
Primary EFC3 : 0  
Primary EFC4 : 0  
Primary EFC5 : 0  
Primary EFC6 : 0  
Primary EFC7 : 0  
Primary EFC8 : 0  
Primary EFC10 : 0  
Primary EFC11 : 0  
Primary EFC12 : 0

Secondary EFC7 :  
Secondary EFC1 :  
Secondary EFC2 :  
Secondary EFC3 :  
Secondary EFC4 :  
Secondary EFC5 :  
Secondary EFC6 :  
Secondary EFC8 :  
Secondary EFC10 :  
Secondary EFC11 :  
Secondary EFC12 :

## ATTACHMENT 2 - Verification Policy\_Conflicting Information

## Policy Category Area – Conflicting Information

### Specific Topics:

- Define Conflicting Information
- Samples of Conflicting Information
- Received a 1040, not selected for verification

### References:

- 34 CFR 668.16 – Identify Conflicts
- 34 CFR 668.53 – Required Policies
- 34 CFR 668.58 – Interim Disbursements
- 34 CFR 668.60 – Failure to Submit Documentation

Conflicting information is information that is different from information previously available to the institution and that impacts the student's eligibility for aid. (It includes but is not limited to verification.) It may be that the school has information that does not make "sense" or that the school has multiple sources of information that do not agree.

The school is responsible for all pieces of information that it has whether or not that information is stored in different departments. Conflicting information may include (but is not limited to):

- Married Couples filing separate tax returns as Head of Household
- Student and Parent both claimed student as a tax exemption
- A student not selected for verification, the tax return is on file and information conflicts with items on the FAFSA
- 1040 shows parent single head of household and ISIR shows the same person as married
- If assets reported are \$0 or low, but significant interest and dividend income or capital gains are reported on the Tax Return
- Use of estimated income
- Change of data on a subsequent ISIR
- ISIR says "not going to file" or "will file" but information on income meets IRS minimums indicating they are required to file
- Statements or information that suggests that the copy of the Tax Return you received is not the return actually filed with the IRS
- School did not request but receives a W-2 showing \$10,000 in wages; FAFSA data shows \$5,000 in income earned from work
- School receives Profile from CSS; Student reports \$1,000 in untaxed income; FAFSA reports \$1,500 (If the school receives the CSS Profile, it must ensure that information contained there does not conflict with other documents received by the school)
- VA benefits verified by certifying official in the Registrar's Office do not match the FAFSA (To resolve conflict, can rely on certifying official)
- Amount of FWS calendar year earnings provided by Payroll Office does not match Worksheet C of FAFSA
- The Academic Progress or Enrollment Status on file in the FAO does not match information from the Registrar's Office
- Admission information received and shared with the FAO impacts the student's eligibility (That includes: student accepted into non-degree program, student received a scholarship from high school, etc.)

**Using Estimated Income and Changed Data on Subsequent ISIRs:**

The Department of Education has clarified that GEN-05-04, does NOT change policy regarding the identification of conflicting information.

The USED will send a letter to remind applicants to update estimated income information. This reminder does not change the longstanding policy that as long as the estimate is accurate, applicants are NOT REQUIRED to change the estimated income data to actual data from a completed return. Nor does the DCL change ED's policy that if the applicant does make changes to income and tax figures, the institution must ensure that the changes made by the applicant are legitimate.

Per GEN-05-04: "... the failure of an applicant (or parent) to update the 'type of tax return filed' question does not create a conflicting information status even if the FAO determines that the income and tax information is from a completed tax return." The USED intended to say that conflicting information caused by changes in income and tax information between ISIRs is resolved *if* the FA administrator determines that the new income and tax information reflects a completed tax return even if the tax return filed field status was not updated to "completed."

**Estimated data do *not* in and of themselves constitute conflicting information:**

Regulations do not prohibit the use of estimates, as long as they are accurate. So, if the first ISIR you get indicates that the applicant or parent "will file" a tax return (which means they had not yet filed and, thus, the income and tax figures were estimated), the regulations do not stipulate that you necessarily need to take any action unless the ISIR is selected for verification or the school has other sources of information that conflict with the ISIR. However, CEC Policy is to either get the tax return or corrections from the student. (Please refer to Section C)

**Changed data on a subsequent transaction *do* constitute conflicting information:**

If you receive a subsequent transaction, you *must* examine that ISIR to ensure there is no changed information. If the income and tax figures differ from the earlier ISIR, then there is in fact conflicting information. If the later transaction shows a change from "will file" a tax return to "already completed" a tax return, that change may be considered resolution of the conflicting income and tax information, and no further action is needed unless the ISIR was selected for verification or the school has other conflicting information.

If the tax filing status was *not* updated to "already completed," you must take some other action to resolve the conflicting information that you now have between the two ISIR transactions.

Provided the ISIR was not selected for verification, a written statement from, or (somewhat less desirable albeit acceptable) a documented conversation with, the applicant or parent confirming that the new data came from a completed return would resolve the conflict. So would the actual completed tax return once you have looked at all the relevant figures and found they match or, regardless of selection for verification, are within verification tolerances.

**Will File Status with Duplicate or the Same Income from the Prior Year:**

DO NOT advise students to "just use your prior year year FAFSA information to reapply for aid."

The regulations are very specific that prior year tax information is required when completing the FAFSA. The Department of Education does review FAFSA data and monitor applications with the same Adjusted Gross Income (AGI) and tax information for two years in a row. If the Department identifies a school with a significant population who meet this criteria, a federal program review may be conducted.

## Chapter VI – “I” - Conflicting Information



### CEC policy:

All files with the same AGI from one award year to the next are to be selected for verification and prior to disbursing any Title IV Aid, schools are to complete verification.

### Change in Tax Form Used:

If the first transaction indicated 1040A/1040EZ/1040Telefile as the type of tax form filed, or indicated that no return was required to be filed, but the applicant or parent actually filed a 1040 and was not eligible to file a 1040A, 1040EZ, or 1040Telefile, the field **must be updated if the wrong need analysis formula would otherwise be applied**. That is, if the parents' AGI (or the student/spouse's in the case of an independent student) is less than \$50,000, showing a 1040A/EZ/Tel as the type of form filed would qualify the family for the simplified need analysis (which excludes all assets from the calculation of an EFC), whereas showing a 1040 would preclude the simplified analysis.

### Selection after disbursement:

Even though not originally selected, if a student or school submits corrections, the application might then be selected for verification. The school may have already paid the student based on the previous unselected SAR/ISIR, which is correct. Because the student was eligible for that disbursement when it was made, it doesn't need to be repaid if verification isn't completed. But the school cannot make any subsequent disbursements until the student's application is verified.

### Documentation Received on Students Not Selected:

If tax returns and/or verification worksheets are received for an applicant that is NOT selected for verification, the school will review the information.

If there are no discrepancies the school may do one of the following:

1. Maintain the document(s) in the student's file,
2. Return the document(s) to the appropriate individual, or
3. If the appropriate individual cannot be located, shred the documents.

If there are discrepancies, the documents **MUST** be retained in the student's file and the application information corrected. However, the school is not required to complete the entire verification process and the school is not considered to have done "verification" on that file. In contrast, an applicant selected for verification must complete the entire verification process.

### Wages:

Although income earned from work is not a required verification item, if you have documentation of income earned that conflicts with the information indicated on the ISIR, you must make the necessary corrections. This is important because the income earned from work is included in the EFC formula calculation and therefore a change can affect the EFC.

We review wages for non-filers and filers if we have W-2 information. Corrections are made if the information conflicts with what is reported on the FAFSA. The \$400 tolerance option is for AGI, Untaxed Income and Taxes paid ONLY. It does not apply to wages. If there is a correction, recalculate the EFC using the new corrected wage amount.

- If the EFC band changes, the ISIR must be corrected.
- If the EFC band does not change (e.g., EFC was 100 new EFC would be 132 ) then you may pay on the existing ISIR as long as the student's record is documented as follows:

"Corrected wages per W-2 and recalculated EFC. New EFC = X. Old EFC = Y. No need to submit corrections. Ok to pay on current ISIR. Other aid eligibility recalculated based on new EFC."

## Chapter VI – “I” - Conflicting Information

### Verification Worksheet (VWS)

For Discretionary items (not required to be verified) the following are not considered to be conflicting information.

- If there is a value written in on the VWS, but zero on the ISIR, then the FAA should use the Verif Worksheet as the final document and make the corrections to the ISIR.
- If the VWS is blank and the ISIR is blank or has zeros: no further action is required.
- If the VWS is blank (nothing has been written into the VWS) and there is a value on the ISIR, then the FAA should seek other tax documents to confirm the amount.

The FAA may use the W-2 or other Tax Documents to verify information.

### Treatment of Child Support and HH Size:

Several questions have arisen from language used in the FSA Handbook. To the right is an expert from the 2009-10 FSA Handbook sidebar. This text provides guidance on possibilities.

The example points to detail the school may or may not know after the fact. The clarification is given to help school staff know how the information should be treated and consequently how to counsel students. It does not in and of itself indicate that there IS a conflict or that additional information is necessary to complete verification.

We assume that individuals completing the Verification form have read the instructions on when to count people in the HH Size (e.g., providing more than half their support). Therefore, existence of child support paid or received would not be viewed as conflicting information, unless the school had reason to believe that there is a conflict, or file contains more information or the schools has more knowledge.

From the example:

Steven  
HH Size 3 – no child support paid

Steven's Wife, Amada,  
HH Size 2 – child support paid

### Child support payments example

Steven and his wife each have a child from a previous relationship who doesn't live with them and for whom they pay child support. Because Steven provides over half of his daughter's support through his payments, he counts her in his household size. Therefore, he doesn't report the amount of child support he pays on his FAFSA. Steven's wife isn't providing over half of her son's support, so he isn't included in Steven's household size. Therefore, Steven can report the amount of child support his wife pays.

## ATTACHMENT 3 - Award Disbursement Information





U.S. DEPARTMENT OF EDUCATION  
COMMON ORIENTATION & DISBURSEMENT

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► Award Search

▼ Award Information  
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Disbursements

Return to: Person Detail -> Pell Awards -> Award Detail

### Award Disbursements Information

HELP

Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C); (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND  
TECHNOLOGY ①

(b)(6); (b)(7)(

PELL

'10-'11

Total Accepted for Actual Disbursements

\$3,267.00

Total Accepted for Pending Disbursements

\$0.00

#### Disbursements

No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
1	\$934.00	12/14/2010	12/13/2010	66
2	\$933.00	02/25/2011	02/25/2011	66
3	\$933.00	05/06/2011	05/06/2011	66
4	\$467.00	07/15/2011	07/15/2011	66

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## Award Search

## Award Information

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Promissory Notes

Return to: Person Detail -&gt; Direct Loan Awards -&gt; Award Detail

## Award Disbursements Information

? HELP

Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C), (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND  
TECHNOLOGY

574084046U11G30314001

'10-'11

(b)(6); (b)(7)(C), (b)(7)(C)

## Totals for Actual Disbursements

Gross: \$6,000.00 Origination Fee: (\$60.00) Rebate: \$30.00 Net Award: \$5,970.00

## Totals for Pending Disbursements

Gross: \$0.00 Origination Fee: \$0.00 Rebate: \$0.00 Net Award: \$0.00

## Disbursements

No.	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Status
1	11/04/2010	\$2,000.00	(\$20.00)	\$10.00	\$1,990.00	Disbursed
2	01/10/2011	\$2,000.00	(\$20.00)	\$10.00	\$1,990.00	Disbursed
3	03/28/2011	\$2,000.00	(\$20.00)	\$10.00	\$1,990.00	Disbursed

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## Award Search

## Award Information

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Return to: Person Detail -&gt; Direct Loan Awards -&gt; Award Detail

## Award Disbursements Information

? HELP

Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C); (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND  
TECHNOLOGY

574084046511G30314001

'10-'11

## Totals for Actual Disbursements

Gross: \$3,500.00 Origination Fee: (\$33.00) Rebate: \$18.00 Net Award: \$3,485.00

## Totals for Pending Disbursements

Gross: \$0.00 Origination Fee: \$0.00 Rebate: \$0.00 Net Award: \$0.00

## Disbursements

No.	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Status
1	11/04/2010	\$1,167.00	(\$11.00)	\$6.00	\$1,162.00	Disbursed
2	01/10/2011	\$1,167.00	(\$11.00)	\$6.00	\$1,162.00	Disbursed
3	03/28/2011	\$1,166.00	(\$11.00)	\$6.00	\$1,161.00	Disbursed

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## Award Search

## Award Information

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Return to: Person Detail -&gt; Direct Loan Awards -&gt; Award Detail

## Award Disbursements Information

HELP

Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C); (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND  
TECHNOLOGY

595022610U11G30314001

'10-'11

## Totals for Actual Disbursements

Gross: \$3,876.00 Origination Fee: (\$36.00) Rebate: \$18.00 Net Award: \$3,858.00

## Totals for Pending Disbursements

Gross: \$0.00 Origination Fee: \$0.00 Rebate: \$0.00 Net Award: \$0.00

## Disbursements

No.	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Status
1	08/20/2010	\$1,292.00	(\$12.00)	\$6.00	\$1,286.00	Disbursed
2	11/02/2010	\$1,292.00	(\$12.00)	\$6.00	\$1,286.00	Disbursed
3	01/18/2011	\$1,292.00	(\$12.00)	\$6.00	\$1,286.00	Disbursed

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Return to: Person Detail -&gt; Pell Awards -&gt; Award Detail

## Award Disbursements Information

? HELP

Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C), (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND TECHNOLOGY

PELL

'10-'11

Total Accepted for Actual Disbursements

\$8,325.00

Total Accepted for Pending Disbursements

\$0.00

## Disbursements

No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
1	\$1,850.00	09/20/2010	09/20/2010	66
2	\$1,850.00	12/10/2010	12/10/2010	66
3	\$1,850.00	02/23/2011	02/23/2011	66
4	\$1,850.00	05/05/2011	05/05/2011	66
5	\$925.00	07/12/2011	07/12/2011	66

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## Award Search

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## Award Disbursements Information

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Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C); (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND  
TECHNOLOGY

PELL

'10-'11

Total Accepted for Actual Disbursements

\$3,534.00

Total Accepted for Pending Disbursements

\$0.00

## Disbursements

No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
1	\$884.00	12/10/2010	12/10/2010	66
2	\$883.00	02/24/2011	02/24/2011	66
3	\$883.00	05/06/2011	05/06/2011	66
4	\$884.00	07/14/2011	07/14/2011	67

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## Award Disbursements Information

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Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C), (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND TECHNOLOGY ①

PELL

'10-'11

Total Accepted for Actual Disbursements

\$5,600.00

Total Accepted for Pending Disbursements

\$0.00

## Disbursements

No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
1	\$700.00	11/11/2010	11/12/2010	66
2	\$1,400.00	12/10/2010	12/10/2010	66
3	\$700.00	02/23/2011	02/23/2011	67
4	\$1,400.00	05/05/2011	05/05/2011	66
5	\$1,400.00	07/13/2011	07/13/2011	66

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(b)(6); (b)(7)(C); (b)(7)(C)

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'10-'11

Total Accepted for Actual Disbursements

\$9,250.00

Total Accepted for Pending Disbursements

\$0.00

## Disbursements

No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
1	\$1,850.00	09/14/2010	09/14/2010	66
2	\$1,850.00	12/10/2010	12/10/2010	66
3	\$1,850.00	03/02/2011	03/02/2011	66
4	\$1,850.00	05/05/2011	05/05/2011	66
5	\$1,850.00	07/14/2011	07/14/2011	66

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## Award Disbursements Information

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Please click on the Disbursement number to view Disbursement Detail.

(b)(6); (b)(7)(C); (b)(7)(C)

INTERNATIONAL ACADEMY OF DESIGN AND  
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PELL

'11-'12

Total Accepted for Actual Disbursements

\$3,700.00

Total Accepted for Pending Disbursements

\$2,775.00

## Disbursements

Select	No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
	1	\$1,850.00	11/14/2011	11/14/2011	66
	2	\$1,850.00	01/12/2012	01/12/2012	1
<input type="checkbox"/>	3	\$1,850.00	03/26/2012		1
<input type="checkbox"/>	4	\$925.00	06/18/2012		1

Select All

Clear

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PROCESS SELECTED DISBURSEMENTS

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ATTACHMENT 4 – Student # 6\_Transcript and Attendance detail

Unofficial Transcript

5104 Eisenhower Blvd.  
Tampa, FL 33634

Stu		Original Start Date : 9/8/2009				Student GPA: 1.83	
Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points		
Program: Bachelor of Fine Arts in Game Production - 09							
Enrollment #: FU09086469		Status: Dismissal					
Start Date: 9/8/2009		Withdrawal Date: 11/5/2011					
Term: TRANSFER		Transfer					
Transferred from:							
Art Institute of Pittsburgh							
420 Boulevard of the Allies, Pittsburgh PA 15219, USA							
Gen Ed Soc/Beh Sci						4.00	4.00 TC
							0.00
Transferred from:							
ITT Technical Institute-Norfolk*							
863 GlenRock Rd, Ste 100, Norfolk VA 23502,							
Principles of Design						4.00	4.00 TC
							0.00
Transferred from:							
Westwood College Online							
10249 Church Ranch Way, Westminster CO 80021,							
COLLEGE SUCCESS						4.00	4.00 TC
						12.00	12.00
Term GPA: 0.00						Cum GPA: 0.00	
Term: A0904P						11/14/2009	
Parent Term 4 A-2009						4.00	4.00 B
Survey of the Game Industry						4.00	4.00 B
Environmental Science						4.00	4.00 C
Drawing Techniques I						12.00	12.00
							32.00
Term GPA: 2.67						Cum GPA: 2.67	
Term: A0905P						11/23/2009	
Parent Term 5 A-2009						4.00	4.00 D
Drawing Techniques II						4.00	4.00 C
Information Literacy						4.00	4.00 C
Digital Imaging						12.00	12.00
Term GPA: 1.67						Cum GPA: 2.17	
							20.00
Term: A1001P						2/15/2010	
Parent Term 1 A-2010						4.00	4.00 D
Interpersonal Communications						4.00	0.00 F
User Interface						4.00	4.00 C
Storyboarding and Storytelling						12.00	8.00
Term GPA: 1.00						Cum GPA: 1.78	
							12.00
Term: A1002P						5/3/2010	
Parent Term 2 A-2010						4.00	4.00 B
English Composition I						4.00	4.00 C
User Interface						4.00	4.00 D
Modeling I						12.00	12.00
Term GPA: 2.00						Cum GPA: 2.00	
							24.00

\*\* Indicates Retaken Course

R\* Indicates Retaken Override

Unofficial Transcript

# Indicates Pass/Fail Course

♦ Indicates Associated Course

4

	Unofficial Transcript	# Indicates Pass/Fail Course
** Indicates Retaken Course		◆ Indicates Associated Course
R* Indicates Retaken Override		

# Detail Attendance

rpt\_adAttendanceDetail.rpt  
(b)(6); (b)(7)(C); (b)(7)(C)

All Records

4/30/2013

1:31:02PM

Course/Section: ENGL102 01

English Composition II

Term: 1101A

Instructor: (b)(6); (b)(7)(C); (b)(7)(C)

Student Name	Type	Date	Hours Attended	Hours Scheduled	Excused Absent	Comments
(b)(6); (b)(7)(C)	A	1/5/2011	1:00			
	A	1/9/2011	1:00			
	A	1/10/2011	1:00			
	A	1/16/2011	1:00			
	A	1/17/2011	1:00			
	A	1/18/2011	1:00			
	A	1/25/2011	1:00			
	A	1/30/2011	1:00			
	A	2/2/2011	1:00			
	A	2/3/2011	1:00			
	A	2/4/2011	1:00			
	A	2/5/2011	1:00			
			<u>12:00</u>	<u>12:00</u>		
Section Totals			12:00	12:00	12 Record(s)	

1 Students selected

# Detail Attendance

rpt\_adAttendanceDetail.rpt

(b)(6); (b)(7)(C); (b)(7)(C)

All Records

4/30/2013

1:31:22PM

Course/Section: GAME220 01

Game Play Scripting II

Term: 1101A

Instructor: (b)(6); (b)(7)(C);  
(b)(7)(C)

Student Name		Hours	Hours	Excused	Comments
Type	Date	Attended	Scheduled	Absent	
(b)(6); (b)(7)(C)					
A	1/4/2011	1:00			
A	1/5/2011	1:00			
A	1/8/2011	1:00			
A	1/10/2011	1:00			
A	1/11/2011	1:00			
A	1/16/2011	1:00			
A	1/21/2011	1:00			
A	1/23/2011	1:00			
A	1/24/2011	1:00			
A	1/26/2011	1:00			
A	1/29/2011	1:00			
A	1/30/2011	1:00			
A	1/31/2011	1:00			
A	2/1/2011	1:00			
A	2/5/2011	1:00			
		<u>1:00</u>	<u>1:00</u>		
Section Totals		1:00	1:00	1	Record(s)

1 Students selected

# Detail Attendance

rpt\_adAttendanceDetail.rpt

(b)(6); (b)(7)(C); (b)(7)(C)

All Records

4/30/2013

1:31:36PM

Course/Section: GAME220 01

Term: 1101

Game Play Scripting II

Instructor: (b)(6); (b)(7)(C); (b)(7)(C)

Student Name	Type	Date	Hours Attended	Hours Scheduled	Excused Absent	Comments
(b)(6); (b)(7)(C)						
	A	2/10/2011	1:00			
	A	2/12/2011	1:00			
	A	2/13/2011	1:00			
	A	2/14/2011	1:00			
	A	2/15/2011	1:00			
	A	2/16/2011	1:00			
	A	2/17/2011	1:00			
	A	2/18/2011	1:00			
	A	2/20/2011	1:00			
	A	2/21/2011	1:00			
	A	2/26/2011	1:00			
	A	2/27/2011	1:00			
	A	3/3/2011	1:00			
	A	3/6/2011	1:00			
	A	3/7/2011	1:00			
	A	3/8/2011	1:00			
	A	3/9/2011	1:00			
	A	3/10/2011	1:00			
	A	3/11/2011	1:00			
	A	3/12/2011	1:00			
			<b>20:00</b>	<b>20:00</b>		
<b>Section Totals</b>			<b>20:00</b>	<b>20:00</b>	<b>20 Record(s)</b>	

1 Students selected